

Job Description

Post: Children's Nursing Assistant

Band: 3

Responsible to: Ward Manager

Accountable to: Lead Nurse, Women and Children's

Job Purpose The Children's Nursing Assistant (CNA) is a member of the care team appointed to support registered practitioners in delivering identified nursing support for specific care, to a defined group of patients with specific medical needs.

The post-holder will undertake a range of activities under the indirect supervision of an appropriately qualified or professionally registered practitioner, having received training and being assessed as competent in the activities required, working within a degree of initiative and within a set framework, reporting to the accountable nurse. Participating in assessment of care and reporting assessments to accountable nurse.

To be an integral part of the multi-disciplinary team caring for children, liaising with other specialties as required.

Main Duties and Responsibilities

The post holder will primarily work within their own team but may be required to work anywhere within the Care Group.

The post holder will take an active role in the provision of parent craft and undertake clinical duties specific to the level of training thus supporting nursing staff in the delivery of family centred care. The post holder will have the ability to cope with an unpredictable workload in what can be a stressful environment. Under the direction and supervision of registered nurses (RN), the post holder will:

Patient Care

1. Reporting abnormalities to Registered Nurse (RN)
2. Assist patients to maintain their hygiene needs. This may include actions such as
Bathing/washing at bedside/in bathroom
Care of mouth, hair, nails and eyes

Wet/dry wraps

Parent craft Demonstrations

3. Assist patients to maintain their elimination needs. This may include actions such as
encouraging patient continence/toilet train for children
emptying urinary catheter bags
stoma care
Mobilisation to toilet or use of commode or bedpan
Maintaining hygiene need after episodes of incontinence/ developmental elimination needs. General nappy care.
4. Assist in the delivery of pressure area care. This may include actions such as
Re-positioning of patients as directed
Maintenance of good levels of skin hygiene
Reporting the observed condition of a patient's skin
Follow tissue viability policy in force at time.
5. Assist in the maintenance of patients nutritional and hydration needs. This may include actions such as
Assist patients in the selection of appropriate food and drink
Serve meals and drinks including the calculation of appropriate carbohydrate intake
Report any observed feeding difficulties to the RN
Feed patients with identified swallowing difficulties or in the absence of parent/carer
Measure and record intake and output accurately, including infusion devices.
Administer naso gastric feeds – position checked in line with policies and aspiration of naso gastric tube as directed by trained nurse
Administer PEG tube feeds
Aspiration of naso gastric tube as directed by trained nurse
Making up patient feeds, baby milks or special feeds when requested.
6. Undertake and record accurately patient observations (at a frequency determined by RN or vital pac), reporting any abnormalities immediately to a registered nurse. This may include recording

Temperature, pulse, blood pressure and respiratory rate
Peak flows
Oxygen saturation levels
Consciousness levels (Glasgow Coma Score)
Hourly urine output
Patient at Risk/Early warning scores
Weight, length and head circumference
Circulatory obs

Removal of invasive items relating to patient care as directed by RN – eg cannula

Pregnancy tests

Other observations as directed if competent to do so.

7. To communicate in a manner that is perceived as being constructive and helpful by patients, relatives, carers and staff.
8. Communicate effectively with children and families recognising any barriers to understanding to provide and receive complex/sensitive information. Use persuasive, motivational, negotiating, training, empathic or reassurance skills to gain agreement and co-operation.
9. To move patients safely using strategies taught by the manual handling team, including the safe use of mechanical and non-mechanical manual handling aids.
10. To provide clinical administrative support to Registered Nurses. This may include actions such as:

Complete all relevant documentation as part of the admission process, ensuring all entries are countersigned by a registered nurse

Advise Admissions/Bed Bureau of patient's arrival

Collate patient documentation on discharge or transfer

Answer telephone courteously, relay messages accurately and promptly, answer general enquiries by visitors

To ensure that patients valuables and possessions are cared for as per available policy

11. Support patient communication and encourage participation including patients with specific communication difficulties and age-related developmental considerations.
12. Be aware of and support individual, religious, cultural, psychological and special needs.
13. Support patients who are distressed; be aware of the special needs of people with mental illness, learning difficulties or age-related challenges. Refer any distress to an RN. Provide emotional support on a frequent basis to children/parents/carers who may be upset/worried due to their child's condition or prognosis.
14. Provide information about services available to patients within the ward.
15. Introduce new/Agency staff to the layout of the ward; demonstrate procedures and use of equipment as directed by Registered Nurses.
16. Participate in the maintenance of an effective and safe environment on the ward. This will include actions such as
 - Maintain general tidiness and cleanliness of the ward
 - Prepare specific equipment required within the ward
 - Assist in creating a restful and supportive environment

Make occupied and unoccupied beds
Prepare environment for clinical procedures

17. Carry out other clinical duties as requested by RN's. This will include actions such as
Maintain established oxygen therapy (to include oral care)
Perform Last Offices
Apply simple dressing under direct instruction of RN.
Assist with nursing procedures and clinical procedures as appropriate
Handle specimens safely
All escorting of patients undertaken following direct instruction of RN's g.
Checking cannula sites
Venepuncture
18. Interact/play with children as required occupying, amusing or distracting them
19. Accompany children to other departments within the hospital or occasionally escort children to outpatient appointments in other hospitals.
20. Assist with daily bed making, washing the beds, changing the linen as required, segregating the soiled and contaminated linen and disposing of it appropriately.
21. To work independently in specific areas of care once deemed competent to do so by the Ward manager (eg: supporting mothers with breast feeding)

Non-Clinical Responsibilities

1. Develop the computer skills needed to manage the systems in place on the ward for managing bed state etc.
2. Take action to maintain an environment that is clean, tidy and in a good state of repair
3. Assist with the ordering of stock and putting it away
4. Receive and relay messages and telephone call, relaying information and referring the enquiry to the appropriate personnel when required.
5. Assist other departments, when necessary, i.e. children's clinics
6. Participate in surveys /audit as necessary.

Management

1. Demonstrate (to new CCA's and student nurses) basic aspects of care pertinent to patient need.

2. To ensure cost effective clinical practice is maintained.
3. To ensure that any observed incident, complaint or other undue occurrence is reported on Datix in accordance with Trust policy.
4. Contribute to maintaining the ward and Trust's agreed philosophy, aims and objectives

Education, Development and Supervision

1. To discuss and plan personal training and development with mentor/manager through the appraisal process and to achieve objectives set out within the appraisal process.
2. Ensure personal knowledge of strategies, initiatives, policy and ward development and guidelines is maintained by participation in attending at least 50% of ward meetings, reading communication book and attending mandatory training.

Human Resources

1. Be aware of and adhere to local and national HR policies, procedures and guidelines at all times.
2. Attend statutory training sessions as required, including the mandatory training day, resus training updates and others that are deemed mandatory by the trust or Lead Nurse.

Professional Conduct

1. To adhere at all times to uniform policy, unless agreed with ward manager.
2. To conduct oneself in a manner perceived by others as constructive.
3. To address personal concerns professionally through appropriate channel.
4. Promote choice, wellbeing and the protection of all individuals. By being aware of the trust policies on safeguarding children, and by following the correct procedures if you have any concerns.
5. Demonstrate an awareness of child protection issues and communicate any concerns and in this field to the nurse in charge and document said concerns.
6. As a Trust employee you are required to comply with all legislation and guidance relating to safeguarding children and promoting their health and welfare. If you are being investigated regarding child protection concerns, or become subject to such investigations, appropriate steps may have to be taken such as redeployment, increased supervision etc. and, depending on the outcome of the investigation, there may be implication for your continued employment. You are required to inform the Head of Child

Protection Support Service if your own children are/become subject to child protection procedures. This information will be treated in a confidential manner.

7. We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witness or has raised concerns. Early recognition is vital to ensuring the patient is safeguarded, other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults
8. Contribute to the education of parents/carers, in partnership with a registered/qualified practitioner.
9. In the event of a Major Incident or Pandemic you may be asked to carry out other duties as requested. Such requests would be in your scope of competence and reasonable and with staff side agreement. You would also be reasonably expected to participate in training for these infrequent events.
10. Attention is drawn to the confidential nature of the information collected within the NHS. The unauthorized use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information, could result in prosecution or action for civil damage under the Data Protection Act 1998.
It is a condition of your employment that, should you come into possession of information relating to the treatment of patients or the personal details of an employee, you should regard this information as confidential and not divulge it to anyone who does not have the right such information.
The Trust fully upholds the Caldicott Report principles, and you are expected within your day to day work to respect the confidential of patient identifiable information.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and

- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

The Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.